Edition in audacity

**Record:** To start recording a file in audacity you have to click on:  (record), if you want to save it and have it as you want you click on:, if you only want to pause it, you click on pause.

**Cut:** To cut a part from your recording you select what you want to cut and afterwards go to edit and cut.

**Move parts of audio:** To move an audio part you click on:  (time shift tool). Later you click on the audio you just recorded and move it wherever you want.

**Effects:** Select the audio you want to put effects on, go to the top of the page and click on effect and put any effect you want.

**Export as mp3:** Go to file, select export as mp3, and save it in a specific folder (before saving the file, create a folder to save all your audio files), click save.